

# FOUNDATION ONLY PERMIT APPLICATION CHECKLIST



CITY OF DALLAS

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## REQUIRED DOCUMENTS FOR FOUNDATION ONLY PERMIT

By checking each requirement you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application being delayed and eventually discarded. A new application, the original application, complete plans, and a new checklist will be required for re-submittal for plan review. This resubmittal will be treated as a new application and will be processed in the order of receipt.

### OTHER REQUIREMENTS OR SPECIAL PROVISIONS

**(1) The dollar value for the work that is entered on the application form should reflect the value of the entire project.**

**(2) The SQ FT entered should show the total area of only the foundation, including the parking garage and/or basement.**

**(3) The permit fee assessed will be based on the value for the entire project, plus plan review fee. However, the plan review fee assessed for this permit shall be based only on the square footage of the foundation and parking garage and/or basement. This permit is for construction of the foundation only.**

**(4) Customer returns with a full set of plans for entire project, the same Trace Number will be used but no additional permit fee will be collected. Building Inspection will calculate a plan review fee based on the remaining square footage of the project.**

1.  Legal building site (Preliminary plat and early release of building permit letter) or final plat
2.  Completed permit application

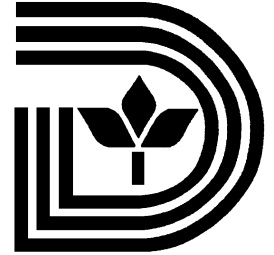
I, \_\_\_\_\_ *have read the above information and acknowledge that all required documents have been provided.*

Please Print

Signature \_\_\_\_\_

Date \_\_\_\_\_

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3.  Four (4) site plans to include the following:
  - Drawn to scale and dimensioned
  - North arrow
  - Building setbacks
  - Parking analysis and layout drawn to scale
  - Drive/curb cut locations
  - Any R.O.W. improvements, easements or dedications
  - Utility and fire hydrant locations
  - Fire lanes, if required
4.  Completed *New Construction Permit Processing Information* sheet
5.  Two (2) proposed building elevations which clearly show the height of the building(s) and may be at the design development stage.
6.  Two (2) typical floor plans and may be at the design development stage.
7.  Two (2) complete foundation plans. Show all levels if it is a multi-level parking garage or multi-level basement. **These drawings must bear the seal and signature of a registered professional engineer.**
8.  One (1) completed Special Inspections Checklist (see attached)
9.  Two (2) landscape plans including tree survey.
10.  Two (2) sets of electrical and plumbing plans.

I, \_\_\_\_\_ have read the above information and acknowledge that all required documents have been provided.

Please Print

Signature \_\_\_\_\_

Date \_\_\_\_\_